



Loudoun County
Department of
Family Services
Housing Choice
Voucher Program
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HOUSING QUALITY STANDARDS INSPECTION (HQS)

Six of the most common problem inspection items are:

- For initial inspection, the unit must be empty and all utilities must be turned on
- Water should not exit the air vent flow valve for the Dishwasher
- Light fixtures need working light bulbs—no exposed sockets
- Toilets must flush properly
- Smoke detectors must work on all floors

- Heating and Air Conditioner filters must be changed/cleaned as often as every 2 to 3 months.

Clients must follow the terms of the lease and share in the responsibility of keeping their units in safe and sanitary condition. The Inspector checks each unit annually and can advise items that require repair, including who is responsible to make repairs; the Lease will determine most of those items. The Housing Counselor should be informed about any client issues.



LANDLORD & PROPERTY MANAGER OUTREACH

Are you a Property Owner, Manager or Realtor interested in learning more about renting property through HUD's Housing Choice Voucher (formerly section 8) program? You are cordially invited to attend a **Housing Choice Voucher OPEN HOUSE** on **May 21st from 4-6:30PM**. The outreach will be held in the large Meeting Room located across the hall from the Workforce Center on the 1st floor of 102 Heritage Way, NE in Leesburg, Enter through opposite entrance from the front, flagpole entrance.

Information will be available on many topics and HCV Counselors will be available to answer your questions. Topics include: obligations of the tenant & landlord, how the rent breakdown is determined, HUD forms and regulations, required inspection specifications and the benefits of the program for both tenants and landlords. No reply necessary, come and stay for as long as you choose. For any questions, contact Antwaun Jackson, HCV Program Manager at 703-737-8213 or Antwaun.Jackson@Loudoun.gov.

LANDLORD'S TIPS

The Housing Choice Voucher Program offers an additional way for you as a Landlord to advertise your available units. A one-page "**Rental Unit Listing**" form may be completed. It will be placed in a three ring binder made available to HCV clients through the Dept. of Family Services office. You may also list your unit for free at the VHDA website: VirginiaHousingSearch.com.

Information about the HCV program such as Payment Standards and Utility Allowances may be found online at www.loudoun.gov. Look under "Services", then "Housing and Community Development", scroll down to HCV and select "Family Briefing".

Landlords looking to rent under the HCV program should be aware that a unit must pass a couple of tests before we can allow our clients to sign a lease. One is the reasonable rent test. The other test is the Housing Quality Standard's (HQS) Inspection. Both of these items as well as the required paperwork must be in order before a lease can be signed and payments authorized.



What is the RFTA, Request For Tenancy Approval form?

The RFTA (HUD 52517) is the starting point for determining whether a unit can be approved for a particular household. It contains important information about the new rental unit.

Upon receipt of the completed and signed form, we first make sure the family can afford their portion. Next we look at rent reasonableness. We do a search utilizing MRIS to compare other similar units to your proposed rental unit as required by HUD. Some items we consider are:

- Location and age of the unit
- Size of the unit, including the number of bedrooms and overall square footage
- Type of structure (e.g., single family, duplex, garden apartment, low-rise or high-rise)
- Utilities provided by the owner in accordance with the lease.